

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE  
AGENDA SUMMARY**

**May 10, 2016**

**6:00 p.m.**

**Loudoun County Government Center  
1 Harrison Street, S.E., Leesburg, VA  
Board Room**

**Committee Members:**

**Matthew Letourneau, Chair**

**Phyllis Randall - Tony Buffington - Ralph Buona - Koran Saines**

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*\*Proposed for Consent*

**1. Monthly Department of Economic Development Report (Information)**

The Department of Economic Development's monthly statistical report shows leading economic indicators for Loudoun County, and key department performance indicators. The executive director will also report on key economic development activities that have occurred since the April 2016 meeting.

Election District: Countywide

Staff Contacts: Buddy Rizer, Economic Development

**2. \*CONTRACT AWARD/Architectural and Engineering Services for the New Loudoun County Animal Services Facility (Action)**

The purpose of this contract is to award a contract for the design of the New Loudoun County Animal Services Facility. Request for Proposal No. 313 was issued on October 1, 2015 for Architectural and Engineering Services for the New Loudoun County Animal services Facility. Ten (10) proposals were received on November 6, 2015 and evaluated by a Proposal Analysis Group (PAG). As a result of the PAG's evaluation of the proposals and interviews with the shortlisted the firm of Animal Arts Design Studios, Inc., was determined to be the most qualified firm. The current Animal Services facility, located in Waterford, was acquired in 1964, and is physically compromised, requiring chronic and costly repairs to the structure, plumbing, septic, electrical and grounds. The new facility seeks to provide a space located near the population center to better serve the County through community programs and outreach, while being more accessible to a larger number of citizens. The Consultant is proposing a design process that places a focus on disease management, animal health and welfare, human safety, and structures that are esthetically pleasing while containing noise and offering energy efficiency. The Consultant's designs in other jurisdictions have enabled municipalities to create healthier, more successful venues for pet adoption and it is hoped that the new facility will play a significant role in improving the live release rate for homeless pets in Loudoun County.

Sufficient funding is appropriated in the Animal Services Facility capital project account in the Capital Fund to award this contract.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award a contract for Architectural and Engineering Services for the New Loudoun County Animal Services Facility to Animal Arts Design Studios, Inc., in the total estimated amount of \$1,459,829.

Election District: Catoclin

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement

**3. \*AWARD AUTHORITY INCREASE/Architectural and Engineering Design Services for the Route 7/659 Interchange (Action)**

The Board of Supervisors awarded the contract for the construction of the Route 7/659 Interchange to Shirley Contracting, Inc. on May 20, 2015. Notice to Proceed was issued on September 8, 2015 and construction activity is ongoing. Construction completion is currently planned for the Summer of 2018. Utility relocation work for the project began in December 2014 including relocations by Washington Gas, Dominion Virginia Power and Verizon as well as other communications providers. Originally planned for completion in the Fall of 2015, utility relocation work has been ongoing and concurrent with the start of construction. Throughout the course of construction, Dewberry Consultants LLC, as the Engineer of Record, provides construction administration services. An additional change order of \$100,000 for Dewberry's contract is now needed to provide additional construction support, additional field surveying and utility coordination efforts. These efforts include meeting attendance and ongoing coordination with utilities as well as additional surveying for utility relocation and confirmation of quantities relative to the site work and other construction phase support anticipated through the completion of the project's construction phase. The approval of this change order is pending the approval of the Finance/Government Operations and Economic Development Committee (FGOEDC). This change order combined with the previous change orders has exceeded staff authority. Since April 13, 2013, a total of \$448,151 in change orders has been requested with \$348,151 having been approved under staff authority.

Sufficient funding is available in the Route 7/659 Interchange design capital account to increase the contract award authority by \$100,000.

Staff recommends that the FGOEDC authorize the Purchasing Agent to increase the award authority for the Architectural and Engineering Design Services for the Route 7/659 Interchange contract awarded to Dewberry Consultants, LLC 9 by \$100,000 for a new total amount of \$2,805,100.

Election District: Ashburn

Staff Contacts: Joe Kroboth, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Christopher Bresley, Finance and Procurement

**4. \*CONTRACT RENEWAL/Solid Waste Engineering and Monitoring Services (Action)**

The purpose of this item is to renew the contract for Solid Waste Engineering and Monitoring Services. The purpose of this contract is to perform a variety of tasks to support the Loudoun County Solid Waste Management Facility operations and facility compliance with applicable local, State, and Federal regulations. The scope of work for this contract includes: responding to existing recurring requirements for technical review of data collected through installed and operational environmental monitoring systems; ad hoc landfill engineering, permitting, and environmental engineering services; preparation of summary regulatory compliance reports and recommendations for action; preparation, submittal and coordination with the Virginia Department of Environmental Quality for permit amendments; and the preparation of design and construction bid documents and construction oversight for multiple projects. This contract is also managing the Landfill Excavation and Reclamation Project that began in March of 2015. Sufficient funding is available in the Department of General Services Waste Management FY17 Operating and Landfill Remediation Project Budgets for the \$1,438,099 estimated expenditure.

Sufficient funding will be available in the Department of General Services Waste Management FY 2017 Operation and Landfill Remediation Project Budgets.

Staff recommends that the Finance/Government Services and Operations Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract for Solid Waste Engineering and Monitoring Services with Solid Waste Services, LLC in the estimated amount of \$1,438,099.

Election District: Catocin

Staff Contacts: Ernest Brown, General Services  
Mike Fairbanks, General Services  
Christopher Bresley, Finance and Procurement

**5. \*CONTRACT AWARD/ Contracts with Potential Service Providers through the Children's Services Act for At Risk Youth and Families (Action)**

Formerly known as the Comprehensive Services Act, the Children's Services Act for At-Risk Youth and Families (CSA) was established in 1992 to create a collaborative system of services that is child-centered, family-focused and community-based addressing the strengths and needs of troubled and at-risk youths and their families in the Commonwealth of Virginia. These services are mandated per Code of Virginia §2.2-5200. On June 5, 2012, the Board of Supervisors authorized the Purchasing Agent to award contracts with potential Comprehensive Services Act for At-Risk Youth and Families (CSA) Service Providers in the estimated amount of \$9,400,000 for the period of July 1, 2012 through June 30, 2013 with the option to renew for up to three (3) additional one (1) year periods, subject to annual appropriations. The current and final contract term is due to expire on June 30, 2016. Services under this program are exempt from competition per §2.2-4345, paragraph 14 of the Code of Virginia.

Staff recommends the Finance/Government Services and Operations Committee recommend to the full Board of Supervisors that the Purchasing Agent be authorized to award contracts with potential Children's Services Act for At-Risk Youth and Families (CSA) Service Providers in the estimated amount of \$8,994,056 for the period of July 1, 2016 through June

30, 2017 with the option to renew for up to three (3) additional one (1) year periods, subject to annual appropriations.

Election District: Countywide

Staff Contacts: Ellen Grunewald, Family Services  
Lesley Abashian, Family Services  
Ravi Palaniandy, Finance and Procurement

**6. \*CONTRACT AWARD/Day Support and Employment Services (Action)**

The Department of Mental Health, Substance Abuse and Developmental Services (MHSADS) provides a range of support programs to help individuals with mental illness and developmental disabilities retain jobs and provide volunteer services in the community. These programs are provided through a combination of County and contracted services. Since 2007, Loudoun County has participated in a regional cooperative procurement lead by Fairfax County for Employment and Developmental Day Services for individuals with developmental disabilities. By participating in this cooperative procurement, the County has access to a pool of providers for these services, as well as a regional rate structure. Historically, the County has utilized Every Citizen Has Opportunities, Inc. and St. Johns Community Services under this contract. Recently, Fairfax County awarded contracts consisting of a base term of April 1, 2016 through June 30, 2017, with up to four (4) one-year renewal options.

Sufficient funding is available in the Department of MHSADS' FY 2016 and FY 2017 Adopted Budget Plans to support the cost of services through June 30, 2017. State funding is not available to offset the cost of these services.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to award the contract for Day Support and Employment Services to a pool of providers in the estimated amount of \$1,650,275.

Election District: Countywide

Staff Contacts: Margaret Graham, Mental Health, Substance Abuse & Developmental Services  
Sara Westfall, Mental Health, Substance Abuse & Developmental Services  
Diane C. Smith, Finance and Procurement

**7. \*CONTRACT RENEWAL/Operation of the Homeless Services Center (Action)**

This contract serves the Homeless Services Center by operating a County facility located on Meadowview Court in Leesburg. This facility includes the Emergency Homeless Shelter, the Drop-In Center, Cold Weather Shelter, and the Permanent Supportive Housing on-site program as well as eight scattered off site apartments. The Department of Family Services acts as the contract administrator providing oversight of each of the programs and provides overall financial supervision of the program. From July 1, 2014 to June 30, 2015 these facilities assisted approximately 650 individuals. On July 15, 2015, the Board of Supervisors authorized the Purchasing Agent to award the contract for the Homeless Services Center to the Volunteers of America, Chesapeake, in the amount of \$1,045,388. The current contract period ends on September 30, 2016.

Sufficient funding for the first nine months of the contract renewal is available in the Department of Family Services' FY 2017 operating budget and from state and federal grant funding. Funding for the remaining three months is subject to Board of Supervisors' appropriation for FY 2018.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract in the amount of \$1,045,388 for the period of October 1, 2016 to September 30, 2017, which is the first of five renewals.

Election District: Leesburg

Staff Contacts: Ellen Grunewald, Family Services  
Hope Stonerook, Family Services  
Diane C. Smith, Finance and Procurement

**8. \*CONTRACT RENEWAL/Companion Services (Action)**

Companion Services are currently provided in the homes of eligible individuals who are 18 years and older who are physically or mentally incapacitated, or individuals over 60 years old who need assistance with activities of daily living. The Companion Program also provides a service to intervene in Adult Protective Services (APS) situations to protect individuals and stabilize critical and, at times, life-threatening situations. The services provided are: light housework, shopping, meal preparation, bathing, dressing, toileting, eating/feeding, supervision, and/or limited socialization activities. On June 17, 2015, the Board of Supervisors authorized the Purchasing Agent to renew the contract for Companion Services with The Home Care Team, Inc. in the amount of \$1,057,427. The current contract period ends on September 30, 2016.

Sufficient funding for the first nine months of the contract renewal is available in the Department of Family Services' FY 2017 operating budget and from state and federal grant funding. However, Contract renewal is not contingent on state or federal funding. Funding for the remaining three months is subject to Board of Supervisors' appropriation for FY 2018.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the contract in the amount of \$1,057,427 for the period of October 1, 2016 through September 30, 2017, which is the fourth and final renewal.

Election District: Countywide

Staff Contacts: Ellen Grunewald, Family Services  
Hope Stonerook, Family Services  
Diane C. Smith, Finance and Procurement

**9. \*FY 2016 Capital Improvement Program Amendment/Cash Proffers for Brambleton District Park West (Action)**

An amendment to the FY 2016 Capital Improvement Program (CIP) is required in order to appropriate additional funds for the Brambleton District Park West Project.

Appropriate cash proffer contributions have been identified to provide supplemental capital funding to the Brambleton District Park West project. Zoning Administration staff issued cash

proffer determination (ZCOR-2014-0229) indicating the cash proffer requested is appropriate for the proposed uses.

Staff recommends that the Finance/Government Operations and Economic Development Committee recommend that the Board of Supervisors amend the FY 2016 CIP and budget to appropriate \$650,000 in the Public Facilities Fund and transfer that amount to the Capital Fund in order to provide supplemental funding to construct the Brambleton District Park West (\$650,000).

Election Districts: Blue Ridge, Dulles

Staff Contacts: Julie Crim, Transportation and Capital Infrastructure  
Melissa Tello, Transportation and Capital Infrastructure  
Joe Kroboth, Transportation and Capital Infrastructure

#### **10. Update from Loudoun Water (Information)**

During a joint meeting between the Board of Supervisors (Board) and the Loudoun Water Board of Directors in April 2015, Loudoun Water agreed, in an effort to develop more regular information sharing, to attend future Board Finance/Government Operations and Economic Development Committee meetings to provide updates on the Authority's finances. During this meeting, Loudoun Water will share their recent Loudoun Water Board approved update to the five year plan of finance and will share results of their 2015 audit. Loudoun Water will also share information related to several 2015 highlights, including progress related to businesses relations and customer service improvements.

Election District: Countywide

Staff Contacts: Charles Yudd, County Administration  
Gwen Kennedy, County Administration

#### **11. Update from Loudoun Museum (Action)**

In December, 2015, the Board voted to direct staff to program \$156,000 for the Loudoun Museum contribution in the FY 17 Proposed Budget; establish an Executive Oversight Committee for the purpose of providing assistance and guidance to the Museum in hiring a development manager (who would be an employee of the Museum) to establish and execute a development plan; and direct staff to develop a Memorandum of Understanding between the County and the Loudoun Museum. This action came about after study by a committee of staff and community stakeholders, as well as ongoing concern about the Museum's reliance on county funding and the Museum's apparent inability to achieve and maintain financial self-sufficiency.

Since December, staff has conducted significant legal research and developed four possible options within the parameters of the research. This item will present the options to the Board, the museum's preferred option, a staff recommendation and a general outline of the terms that would exist in the Memorandum of Understanding that would need to be developed to codify the arrangement.

Election District: Leesburg

Staff Contact: Julie Grandfield, County Administration  
Megan Bourke, Management and Budget

**12. Statewide Fire Prevention Code Amendments (Information)**

Since last summer, Chief Brower has been working with the Board's legislative liaisons in Richmond, Hefty, Wiley and Gore (HWG) to seek improvements to the current process used by the Board of Housing and Community Development (BHCD) to update the Statewide Fire Prevention Code (SFPC). The main concern is that the process and the membership of the various stakeholder groups and committees involved is heavily weighted in favor of the building and related property industry and does not allow for enough representation or input from the fire safety community.; nor is the process as transparent as it could be. The immediate concern is concern is that staff from the Department of Housing and Community Development (DHCD) is leading a rapid effort to make changes to the SFPC without clear direction nor an understanding of need. This process is proceeding at a rate that is not conducive to consistent attendance by local fire officials.

Election District: Countywide

Staff Contacts: Chief Keith Brower, Fire, Rescue and Emergency Management  
Charles Yudd, Assistant County Administrator  
Gwen Kennedy, County Administration

**13. Proposed Classification and Compensation Study (Action)**

At its November 14, 2015, Board of Supervisors Orientation session, staff provided an issue paper titled Review of the County's Classification System and Pay Plan (Item #7a in the Board of Supervisors Operations Manual, pages 278 – 290). The issue paper presented background on the county's classification system and pay plan. It also indicated that the current classification system and pay plan can no longer adequately meet the present and future needs of the organization. The issue paper stated that staff would present an item in FY 2016 recommending that the Board consider whether it is appropriate to maintain the current compensation philosophy and competitive market as well as recommending that staff hire a consultant to conduct a classification and compensation study (hereinafter referred to as "the study").

At the Board of Supervisors Budget Worksession on March 15, 2016, Supervisor Letourneau moved that the Board of Supervisors consider funding the study during the year end fund balance discussion in December 2016. The motion was seconded by Supervisor Higgins and passed unanimously (9-0).

The item follows up on issue paper provided to the Board of Supervisors in November 2015. Staff requests the Finance/Government Operations and Economic Development Committee's feedback and their potential recommendation to the Board of Supervisors for direction to staff on two issues. The first issue is whether the FGOEDC wishes to recommend that the Board review the county's compensation philosophy and competitive market. Second, staff requests feedback on the proposed approach to conducting Phase 1 of the study and has included options with regard to its approach. Staff recommends that the FGOEDC recommend that the Board review the compensation philosophy and competitive market to either reaffirm it, or change it. Staff also proposes conducting the study in two Phases. Phase 1 engages a consultant to analyze and benchmark our current classification system and pay plan and to make recommendations for modifying or replacing the current systems. Phase 2 would implement the changes to the classification system and pay plan directed by the Board.

As referenced, funding for the study will be considered during the Board's year end fund balance discussion in December 2016. Funds are available in the Department of Human Resources operational budget to begin the study prior to the fund balance discussion in December 2016.

Election District: Countywide

Staff Contacts: Jeanette Green, Human Resources

**14. Internal Audit of Affordable Dwelling Unit Program and Housing Choice Voucher Program (Information)**

The purpose of this item is to present the Affordable Dwelling Unit and Housing Choice Voucher Program Internal Audit Report prepared by CliftonLarsonAllen, LLP (CLA), the County's contracted Internal Auditors, as directed by the Board of Supervisors' Finance/Government Operations and Economic Development Committee. The Affordable Dwelling Unit (ADU) Program and the Housing Choice Voucher (HCV) Program are managed by the Department of Family Services. This program audit program evaluated the ADU processes and procedures through a review of current operations and internal controls. The HCV program has been audited three times, from 2010 to 2015, including two single audits and an audit by the HUD Quality Assurance Division. The CLA approach for this internal audit was to follow up on the findings identified within the prior audit reports and assess the policies and procedures currently in place. CLA will be present to discuss the report and answer questions.

Election District: Countywide

Staff Contacts: John Sandy, County Administration  
Penny Newquist, Finance and Procurement  
Janet Romanchyk, Finance and Procurement

**15. Quarterly Report/ FY 2016 Third Quarter Financial Update, Cash Proffer and Debt Report (Information)**

At the request of the Finance/Government Operations and Economic Development Committee, staff provides a report on a fiscal quarterly basis which provides a projected year-end outlook for revenues and expenditures and brief description of indicators impacting the year-end projections. In addition to expenditure and revenue projections, this report includes a review of cash proffer activity and a quarterly debt report. This item remains informational as no corrective action is recommended at this time.

Election District: Countywide

Staff Contacts: Erin McLellan, Management and Budget  
Megan Bourke, Management and Budget  
Doug Kinney, Management and Budget

**16. Monthly Report/Implementation of the Enterprise Resource Planning (ERP) System (Information)**

The Loudoun County Government and Loudoun County Public Schools began implementation of a new ERP System in January 2012. On December 4, 2013, the Board of Supervisors appropriated additional funds to complete implementation of all three phases of the System. In



addition, the Board of Supervisors requested that staff provide monthly status reports based on cost, schedule, and technical milestones with associated variances. During the May meeting, information and recommendations for how to best proceed with the Project's system integrator will be provided.

Election District: Countywide

Staff Contacts: John Sandy, County Administration  
Robert Middaugh, County Administration  
Wendy Wickens, Information Technology  
Penny Newquist, Finance and Procurement  
Vince Marchesano, Vivad Technologies, LLC

### **17. Closed Session**

I move that the Finance/Government Operations and Economic Development Committee enter into closed session pursuant to Virginia Code Section 2.2-3711(A) (7) for actual or probable litigation and for consultation with legal counsel and briefings by staff on the contract with AST Corporation for the implementation of ERP.

#### **Resolution:**

Whereas, the Finance/Government Operations and Economic Development Committee this 10th day of May, 2016, convened in closed session by an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act:

Now, therefore, be it resolved that the Finance/Government Operations and Economic Development Committee does hereby certify that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and (2) only such public business matters as were identified in the motion by which the said closed session was convened were heard, discussed or considered by the Finance/Government Operations and Economic Development Committee.

#### **Resolution Motion:**

I move that the Finance/Government Operations and Economic Development Committee approve the Resolution on the agenda certifying that only such matters identified in the motion convening the Closed Session were discussed and no formal action by the Finance/Government Operations and Economic Development Committee was taken in Closed Session.

Election District: Countywide

Staff Contact: Leo Rogers, County Attorney

### **Next Regular Meeting: June 14, 2016**

If you require a reasonable accommodation for any type of disability in order to participate in the Finance/Government Operations and Economic Development Committee Meeting, please contact the Office of the County administrator at

703-777-0200/TTY-711. At least one business day of advance notice is requested; some accommodations may require more than one day of notice. FM Assistive Listening System is available at the meeting.